

**City of Westfield  
Council On Aging  
Monthly Meeting  
June 11, 2018  
City Hall, Room 201**



**59 Court Street, Westfield, Massachusetts**

**I.** The meeting was called to order by the Vice Chair, KerryAnn Kielbasa, at 1:00 p.m.

The following Board Members were present: Cynthia Lee Andersen, Elizabeth Boucher, KerryAnn Kielbasa, Eileen Rockwal, Alan Sudentas and Barbara Taylor. Also present were our Executive Director, Tina Gorman and our City Council liaison, Councilor Ralph Figy.

**II. Approval of minutes of May 14, 2018 meeting:**

Upon Motion duly made by Elizabeth Boucher and seconded by Eileen Rockwal it was unanimously:

**VOTED:** To approve the minutes of May 14, 2018 Annual Board Meeting with corrections.

**III. Public Participation:** There was no public participation.

**IV. Items for Discussion/Information:**

**a. Highland Valley Elder Services (HVES) Report:** Mr. Liptak is out of town so his HVES report will be presented at the next Board meeting.

**b. Medicare Card Transition:** Ms. Gorman distributed a packet of three flyers from CMS: "You're Getting a New Medicare Card!"; "10 Things to Know About Your New Medicare Card"; and "New Card! New Number!", copies attached. Medicare is pushing for the state to educate everyone about the new Medicare cards being issued in 2018 nationwide. Ms. Gorman is including it in the newsletter for the next few months. She will be using placemats from the state as well. The education sheet "10 Things to Know About Your Medicare Card: is very important. Seniors need to be aware that they

can't change their card. They can't laminate it because it interferes with copying the card.

**c. Update, Senior Safety Office:** Ms. Gorman reported that the furniture is in and the shades were installed last week. The door was ordered in April. Bryan Forrette reported that the door is scheduled to be delivered July 13, 2018. Ms. Gorman would have loved to get it done by the end of this fiscal year but it was a custom size and that takes longer. Ms. Gorman also reported that Alan Sudentas has indicated that he would love to do a fund raising Pancake Breakfast for the Friends Group and connect it to the opening of the Senior Safety Office. Police Chief Camerota is great about those things. We want it open to the community but we can't schedule it until we get the door. It will probably be set for August.

**d. Update, Friends of the Westfield Senior Center Purchases:** Ms. Gorman gave an update as to all of the furniture and equipment the Friends Group has purchased for the Senior Center:

- a) Furniture for the Senior Safety Office
  - (1) Shades: 1. for the Senior Safety Office; 2. the front lobby, the greeters had requested them and they love the new shades; 3. the Great Room top windows had regular shades that could only be changed by climbing on a ladder so they were always kept closed, now the shades are automated; 4. the patio door in the Great Room now has frosted glass and shades on top and it has made a huge difference. Before people couldn't sit in certain places due to the glare. The Friends Group funded all of the shades.
  - (2) Third Pool Table: as soon as we opened the new Senior Center the pool participants as for a 3<sup>rd</sup> table. The pool program has grown. Ms. Gorman said everything has been rearranged. They put the puzzle table in the second floor waiting area to make room. The needed more chairs, a cue rack, etc. The table will be installed this week. They also needed a third light for the new pool table.
- b) The friends Group originally set up their membership program before starting the capital campaign. They had 3 levels of memberships: Individual for \$10 per year, Family for \$20 per

year and Lifetime for a onetime payment of \$100. Sue, their original membership chair resigned a while ago. It is a very time consuming for someone to run membership. The group has decided to have only Lifetime memberships. All money people have paid on membership to date will be credited towards a lifetime membership. They are giving the current members until June 2019 to pay the remainder of the Lifetime membership fee. If someone paid for a Family membership at \$20 for 5 years then 1 person in the family would already qualify for a Lifetime membership. One of the Board members asked if the Friends Group was hurt by this decision? Ms. Gorman reported that so far it is going well. The group is investing their money with Westfield Bank. They are developing a new brochure. Another Board member asked if the group would allow someone to pay for their membership over time. Ms. Gorman said that the Friends Group would have to look at that but she was concerned that we would get into cumbersome bookkeeping again.

**V. Items For Action: None**

**VI. Our Executive Director, Tina Gorman, then presented the Director's Report, copy attached:**

**Review of Programs:**

**Councilor Emmershy:** Councilor Emmershy, one of our at-large councilors, had lunch at the Senior Center Tuesday, May 22, 2018. Ms. Gorman introduced him at the beginning of lunch. The Councilor, who is a member of the Finance Committee, had never had a tour of the Senior Center so Ms. Gorman gave him a tour after lunch and explained staffing and financing. Several people did speak with the Councilor after lunch.

**Mother's Day "Dance Extravaganza" Luncheon:** The luncheon was held Thursday, May 24, 2018. The featured entertainment was the adult troupe Small Planet Dancers. The event sold out less than a week after tickets went on sale. They had to set up the room a little differently because of the dancers. The dancers performed in the middle of the room. Alan Sudentas commented

that the room was set up beautifully. Ms. Gorman said it was a nice change and the staff loved it.

**Taking Control of Your Future: A Legal Check-Up.** An Elder Law Education Project sponsored by the Massachusetts Bar Association featuring Attorney Hyman Darling, President of the National Academy of Elder Law Attorneys was held last week in the evening. Forty-six people attended and there was excellent feedback.

**Eating Right With Diabetes:** This 4-week nutritional series for older adults with Type II Diabetes or those who want to prevent the condition is being held Thursdays June 7 - June 28, 2018. The program was capped at 20 people and we have quite the waitlist. Ms. Gorman was keeping a list to get a sense as to whether we should repeat it in the fall. However, we couldn't get a diabetes instructor in the fall so we will likely run the Chronic Pain program which runs 6 weeks, 2.5 hour each week.

**Friends Annual Meeting:** The Annual Meeting will be held Tuesday, June 5, 2018, at 1:30 p.m. All Friends members will receive an invitation.

#### **Upcoming Programs:**

**PACE Presentation:** This presentation will be held Tuesday, June 12, 2018 at 6 p.m. Celina Conway from Mercy Life will present this evening educational program. Ten people have signed up to date. Councilor Figy commented that his brother-in-law was in that program and it worked very well for him. Denny Akins' Mom is in the program. It is an all- inclusive program.

**Two-Part "Downsizing In Place" workshop series:** The program is filled to capacity at 25. It filled up within 2 days. Ms. Gorman will offer it again in the fall if there is interest.

**Father's Day Rock & Roll Concert:** the concert will feature the Knightsmen Band on Friday, June 15, 2018 from 6 to 7:45 p.m. The cap on tickets is 150 to allow room for a dance floor. So far 111 tickets have been sold for the concert. There will be no tickets available at the door. Each participant will receive an ice cream sundae as they leave the concert.

**"Get Ready to Retire" Presentation:** Susan Allen a financial consultant will be presenting on Wednesday, June 20, 2018 from 6 to 8 p.m. The topics to include creating retirement income;

Medicare basics; when to claim Social Security; 401K and 403B transfers and rollovers.

**Concert Band of Western Massachusetts:** The annual Star Spangled Senior Concert will be held at the Senior Center Monday, June 25, 2018 from 1:30 to 2:30 p.m. The concert is free, no signups required and families are welcome.

**Art Show:** The members of the Art Unlimited class will be having an Art Show on Wednesday, June 27, 2018 from 10 a.m. to 2 p.m. in the Fireside Lounge. This is a show, not a sale. Our popular Chicken Parmesan lunch will be served that day to encourage attendance. Members of the Lions Club will also be in the foyer from 11 a.m. to noon for member recruitment.

**Miscellaneous:**

**City Council Finance Committee Meeting** will be held Wednesday, June 13, 2018 from 5:40 to 6 p.m. Ms. Gorman reminded the Board that our budget is up \$35,000 compared to last fiscal year. Our budget for the upcoming fiscal year includes the cost of the full-time custodian and the Outreach Coordinator. Ms. Gorman will be meeting with Jane Sakiewicz the Personnel Director regarding moving the Companion Program to the state grant. One of the Board members asked if we need to advertise the position. Ms. Gorman explained that the Collin Center from U Mass noted that Ms. Aguda's previous position had more duties so the title of that position had to be changed and that we needed to recruit for that position, now called Outreach Coordinator. Carol Shannon carefully went through this fiscal year's budget and spending. Her best estimate is that we have \$9,000 extra due to spending less on Gas & Electric than the budgeted figure. We will give that back. We looked at the number of seniors utilizing the facility. From June 1, 2017 to June 1, 2018, we had approximately 225 people per day. The next question would be how many programs did those people participate in? We do know that we served 17,000 lunches last year. The plan is to reduce the hours of the part-time custodian and move the position to the state grant. The big question is: what if the Council doesn't give us the fulltime custodian? One of the issues that has to be clarified with Jane Sakiewicz is whether a fulltime position has to be 40 hours. Can it be 35 hours?

**Staff Vacation Schedule:**

Tina Gorman: July 2 through July 6, 2018

Sandra Fisher: July 2 through July 9, 2018  
Carl Bak: July 9 through July 13, 2018  
Tara LeBlanc: July 19, 20, 23  
Mary Lou Niedzielski: July 27, through August 3, 2018  
Tina Gorman: August 2 through August 13, 2018  
Karen Noblit: August 20 through August 24, 2018

**VII.** The Vice Chair reminded us that our next meeting will be held on July 9, 2018, at 1:00 p.m. at City Hall in Room 201.

**VIII.** There being no further business to come before the Board, upon Motion duly made by Elizabeth Boucher and seconded by Barbara Taylor, it was unanimously

**VOTED:** to adjourn at 1:38 p.m.

A true record.

**List of Exhibits:**

- a. Agenda
- b. CMS packet regarding new Medicare cards
- c. Director's Report

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Cynthia Lee Andersen-Secretary